

SELF-ASSESSMENT

- Before you start applying for jobs, it's important to understand your skills, interests, and values. This will help you target the right opportunities.

Identify Your Skills: List both hard and soft skills you have acquired through coursework, placements, part-time jobs, volunteering, and extra-curricular activities.

Determine Your Interests: Think about the industries, roles, and work environments that appeal to you.

Understand Your Values: Consider what is important to you in a job, such as work-life balance, location, company culture, and growth opportunities.

RESEARCH POTENTIAL CAREERS

- Gather information about potential career paths and employers to find the best fit for you.

Explore Career Options: Use online resources like Canada Job Bank, LinkedIn, O*Net, and other industry-specific websites to research different roles and sectors.

Conduct Labour Market Research: Using the Canadian and Ontario Labour Market report websites, investigate current trends and demands in your desired industry to better understand job opportunities, required skills and certifications, salary expectations, and identify skill gaps. Visit the Career Services webpage for labour market resources and links.

IDENTIFY EMPLOYERS

Identify Target Employers: Create a list of companies you are interested in. Research their mission, values, culture, and recent news to ensure alignment with your goals. Seek recommendations from friends and family, visit LinkedIn and company websites to check for job openings, and identify current employees to see their credentials and experiences.

PREPARE YOUR APPLICATION MATERIALS

- Ensure your resume, cover letter, and other application materials are polished and tailored to the jobs you apply for.

Resume: Keep it concise, highlight relevant experience and skills, and tailor it to each job application. Ensure your resume is Applicant Tracking System (ATS) friendly by using standard fonts, incorporating relevant keywords from job descriptions, and avoiding complex formatting.

Cover Letter: Personalize your cover letter for each application. Highlight why you are interested in the role and how your skills and experiences make you a good fit.

Portfolio: If applicable, create a portfolio showcasing your work, such as writing samples, design projects, or coding samples and include the link on your application.

UTILIZE COLLEGE RESOURCES

- Take advantage of the resources and services provided by St. Lawrence College.

SLC Career Services: Schedule appointments for resume reviews, mock interviews, and career counseling.

Career Services Webpage: Visit the Career Services website for links to useful tools, guides and resources mentioned in this guide.

Job Boards: Regularly check the college’s job board and other job search sites for new postings.

Workshops, Events & Volunteer: Volunteer and attend career fairs, networking events, and workshops to build your network and gain insights.

URSLC: Utilize the college app to see upcoming events, workshops, webinars and volunteer opportunities to enhance your employability skills, earn SURGE rewards and build up your SER record.

NETWORK

- Building a professional network can provide you with job leads, references, and career advice.

Connect with Alumni: Reach out to St. Lawrence College Currents Alumni members working in your field of interest.

Use LinkedIn: Build a strong LinkedIn profile, join relevant groups, and connect with professionals in your industry.

Informational Interviews: Schedule informational interviews to learn more about potential careers and companies from those currently working in the field.

TRACK YOUR APPLICATIONS

- Keep track of the jobs you apply for to stay organized and follow up effectively.

Create a Spreadsheet: Include columns for the company name, job title, date applied, contact person, status, and follow-up dates.

Job Title-ID	Company Name	Contact	Closing Date	Application Date	Application Status	Follow-Up Notes

Set Reminders: Use calendar reminders for follow-up emails and interview dates.

PREPARE FOR INTERVIEWS

- Once you start getting interview invitations, it’s crucial to be well-prepared.

Research the Company: Understand the company’s mission, values, products, and services.

Practice Common Interview Questions: Prepare answers for common questions and think of examples that highlight your skills and experiences.

Prepare Questions: Have a list of questions ready to ask the interviewer to show your interest in the role and company.

FOLLOW-UP

- After interviews, send a thank-you email to express your appreciation and reiterate your interest in the position.

Thank-You Email: Send a personalized thank-you email to each person you interviewed with within 24 hours of the interview.